

**California Arts Council (CAC) - Statewide Programs
Statewide Service Networks (SSN)
Grant Agreement Terms & Requirements
2006-07**

Appendix A: Reporting Requirements (Includes two Progress Reports due 8/1 & 12/1, 2007).

Following completion of the activities supported by this grant and as soon as possible no later than 30 days after the end of the grant period, grantee shall submit:

- (1) *California Arts Council/NEA Grants Activity Survey***—a copy of which was included in the grant materials received from the CAC (can also be accessed at www.cac.ca.gov under forms);
- (2) A 25% Invoice Form; and**
- (3) A final report that includes responses to the following questions (maximum 2 pages).**
Please include the questions below in your response.
 - a. Summarize the activities supported by your SSN grant. If this grant complements your budget for SSN activities, indicate total dollar amount.
 - b. In which ways did your SSN grant help your achievements in the following areas?
 - Community Building through Advocacy:
 - To work with the CAC in advancing a statewide arts agenda, and to further the interests(s) of your constituent base;
 - Expand communication and participation of your membership and field;
 - Represent the specific interests of your field.
 - Leveraging SSN funds and overall resources (include both cash and in-kind donations).
 - c. What information are you collecting to evaluate your project/activity?
 - d. What are the needs of yours constituency? Please include any pertinent data or information that may be helpful to the CAC.
 - e. Describe factors or circumstances (positive or negative) within your organization's environment that affect progress toward achieving your goals.
 - f. In what ways is the community (ies) you serve stronger or a better place to live because of your work through this grant? Share your success story (ies). # of people served, etc.
 - g. How may this Program be more effective in strengthening your network?
 - h. Submit samples of administrative and/or artistic results accomplished with this grant bearing our logo and credit line (CAC & NEA). Be sure to include photographs using our recommended format of 300 dpi in .jpd, .psd, or .tif (tif saved for windows). We appreciate your maintaining the current practice of branding the arts by adding our logo to your website, newsletters, programs, flyers, etc.

